

**To:** Khan, Annie (DPH)[Annie.Khan@state.ma.us]  
**From:** Martin Overly  
**Sent:** Mon 3/14/2011 2:17:55 PM  
**Subject:** Welcome to Forensic Questioned Documents!

Hello,

Welcome to the online **Fundamentals of Forensic Questioned Documents** course. We hope that you enjoy this course. If you have any questions or comments, please do not hesitate to contact me at [Martin.Overly@mail.wvu.edu](mailto:Martin.Overly@mail.wvu.edu). You can also use the in-course e-mail. I will try to answer you as soon as possible; however, email and phone messages are not checked over the weekends.

TO LOGIN INTO YOUR eCAMPUS COURSE, YOU WILL BE SENT EMAIL INSTRUCTIONS BY CONTINUING & PROFESSIONAL EDUCATION AFTER REGISTRATION IS COMPLETE. YOUR FIRST PASSWORD WILL BE A DEFAULT PASSWORD. YOU WILL BE PROMPTED TO CHANGE THIS PASSWORD WHEN LOGGING IN FOR THE FIRST TIME. **YOU WILL BE PROMPTED TO CHANGE YOUR PASSWORD AGAIN EVERY 90 DAYS AFTER THE INITIAL PASSWORD CHANGE.** THIS IS IN AN EFFORT TO BE COMPLIANT WITH WVU SECURITY STANDARDS.

#### **Course information:**

The Fundamentals of Forensic Questioned Documents course has a suggested 20 hour time line to be completed. This is a sufficient amount of time to complete the course, but if you need additional time you have until **June 30th, 2011**.

#### **Assessments:**

This course has the following assessments: Pretest, Quizzes 1-9, Assignment, Course Evaluation, and Post Test. The assessments follow a release schedule based on what you have previously completed. You must take the Pretest before any of the Quizzes become available. You must finish all Quizzes before the Course Evaluation will become available. All of the previously mentioned assessments must be completed before the Post Test is available.

#### **Grades:**

You must have a grade of 80% or better in all assessments (Quizzes and Post-Test) and Discussion Posts in order to pass the course.

***Discussion Posts:***

Please take a moment to introduce yourself. Let us and your fellow class members know more about what you do. You can click on the Discussion Area on the Course Tools. Also, if you feel that a topic yields to a discussion, to use the Discussion Area. It is strongly encouraged that you participate in the discussions.

***NBC Archives On Demand:***

Students also have access to NBC Archives On Demand, a database that provides a wide selection of videos and images from current and past news stories. Included in the collection are segments that relate to firearms examination. To view content, students will need to:

- 1) Create an NBC standalone account by going to [www.highered.nbclearn.com](http://www.highered.nbclearn.com)
- 2) 2) Click on the Register Now button located on the top right of the page
- 3) 3) Enter registration code: XXXXXXXXXX
- 4) 4) Enter registration information (email address and create password)
- 5) 5) Access videos through the in-course link or by visiting the nbclearn website

**YOU WILL BE GRANTED ACCESS TO THE COURSE FROM EXTENDED LEARNING WITHIN 5 BUSINESS DAYS.**

Once again, if you have any questions please let me know.

Thank you,

